

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION**



**INSTRUCTIONS FOR FILING APPLICATION FOR ALCOHOLIC BEVERAGE CONTROL
(ABC)
TEMPORARY LICENSE APPLICATION**

Please read all questions carefully. Each question must be answered. If a question or one portion of the question does not apply, fill in the word **"NONE"**. **Applications must be filed at least ten (10) days prior to the event. If the event is to be held outside on public space or considered a special event, applications must be filed at least forty-five (45) days prior to the event.** Holders of ABC License classes A, B, C or D must file an application for a one day substantial change. This one day substantial change is for an ABC Board approved establishment.

FEE: The application must be accompanied by the proper license fee. The license fee for Class F (Beer & Wine) is \$130.00 and for Class G (Beer, Wine & Spirits) is \$300.00. All payments can be made in the form of a cashier's check, certified check, business check, attorney's check, personal check, or money order, payable to the D.C. Treasurer, cash, or by credit card (except for American Express).

1. **All persons applying for the Temporary License must be 21 years of age.**
2. The applicant or an approved ABC manager must be present during the event. The ABC Board reserves the right to require additional approved ABC managers. Please attach a copy of the approved Manager's License.
3. Applications must be submitted in person, Monday through Friday, between the hours of 8:30 a.m. to 3:30 p.m. **Please bring a valid government issued identification with you.**
4. Please note the term **"APPLICANT"** as used in this application designates the person in whose name the license will be issued if the application is approved. Please note that if this applicant wishes to designate another individual to pick up the license, the applicant must submit written authorization to the Alcoholic Beverage Regulation Administration.
5. Application forms must be notarized where applicable.
6. A **special event** is considered to be a parade, walk, run, bike ride, procession (excluding funeral processions), festival, block party, or any activity utilizing public space under the ownership or control of the District of Columbia that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public, but not including parks.
7. Attach extra sheets if necessary. Write, **"see attachment"** in any space, and print your name on the top of each sheet.

Instructions for the Temporary License Application:

1. Print applicant's name (Last Name, First Name, Middle Initial);
2. Print applicant's residential address (street address, city, state and zip code);
3. Print applicant's date of birth;
4. Print applicant's place of birth;
5. Print applicant's age;
6. Print applicant's home telephone number;
7. Print applicant's business telephone number;
8. Check the appropriate box, yes or no, as to whether you presently hold or have ever held an ABC license. If yes, explain.
9. Print the name of the organization sponsoring event;
10. Print address of the premise;
11. Print the date(s) of event;
12. Print what portion of premises is to be used;
13. Print hours of the event;
14. Print hours of sales of alcoholic beverages;
15. Check appropriate box if you are eligible to work in the U.S. If naturalized citizen, please bring in copy. Also list date, place and certificate number;
16. Print your green card number, visa number or work permit and expiration date, if applicable;
17. Check appropriate box, Yes or No, for the following questions, "Have you ever":
 - a. received or applied for any alcoholic beverage license in DC or any state;
 - b. had any alcoholic beverage license suspended or revoked; or
 - c. been convicted of a misdemeanor during the last five (5) years or a felony during the last ten (10) years. If yes, attach copy of the court disposition;
18. If you answered yes to question 17, please submit detailed explanation.

19. Check off whether is will be the applicant or a designee who will manage the event;
20. Print the age group that will be attending;
21. Print the dress code, if any;
22. Check off whether your event is a special event or not. If it is a special event you must obtain the signature of the Special Events Coordinator at DCRA.
23. Print the expected amount of persons to attend;
24. Please check appropriate boxes as to how patrons will pay to participate: tickets, cash bar, at door and indicate price, or no cost;
25. Print the number of security individuals that will be hired for the event, if any;
26. Print name of security company to be used for event;
27. Describe the nature of the event and the type of entertainment that will be provided;
28. Print the type of food you plan to serve;
29. Please check appropriate box, by answering if food will be catered. If yes, provide caterer's name;
30. Print the arrangements for parking, if applicable;
31. Print the list of Retailer's/Wholesaler's from whom you plan to purchase alcoholic beverages.
32. Certification/Affidavit: You must sign the certification, which states; "Certification: I being duly sworn, depose and say I am the individual who executed the foregoing application for an alcoholic beverage license, that this license authorizes me to sell, alcoholic beverages, in open containers, for consumption on the premises on a temporary basis. " Please have your signature notarized.
33. Please answer the question: In what language do you need vital documents translated?

OTHER DOCUMENTS NEEDED:

Please Note:

Department of Consumer and Regulatory Affairs (DCRA), Business Service Center, 1st Floor, located at 941 North Capital Street, N.E., Washington, D.C. 20002.

District of Columbia's Office of Tax and Revenue (OTR), located at 941 North Capital Street, N.E., 1st Floor, Washington, D.C. 20002.

POLICE CLEARANCE:

All applicants must obtain a police clearance from the District of Columbia's Metropolitan Police Department, located at 300 Indiana Avenue, N.W., Washington, D.C. 20001. **In addition, you must submit a police clearance for the jurisdiction in which you currently reside.**

COURT DISPOSITION:

All persons with a misdemeanor conviction during the last five (5) years or a felony conviction during the last ten (10) years must submit a copy of the court disposition.

Clean Hands Certification:

Complete appropriate information then have form stamped by OTR.

Tax Clearance Stamp:

All applicants must register for tax purposes with OTR.

Occupancy:

Submit a letter from the true and actual owner or designated agent of the premises where the event is to be held. This applies to indoor and outdoor events. The letter must include the following:

- a) authorization for the sale and/or consumption of alcoholic beverages,
- b) the time(s), date(s), and location of the event,
- c) the name of the authorized individual responsible for the event,
- d) the class of license being applied for, and
- e) a diagram of the area of premise i.e. room, floor(s), cafeteria, gym, etc.

Submit a copy of the **Certificate of Occupancy** from DCRA.

Submit a copy of the **Public Hall License** from DCRA if one has been issued for the premises. All events at warehouses must have a public hall license.

Special Events:

Apply for a Special Events License from DCRA.

Diagram:

Submit a diagram indicating all alcoholic beverage dispensing site(s), boundaries around the service and consumption areas and what physical boundaries will there be, i.e. fence, chicken wire, stanchions, etc.

Alcoholic beverages can only be dispensed in paper or plastic cups. **No glassware permitted.**

SPECIAL NOTICE

The District of Columbia will provide the appropriate services and auxiliary aids, including sign language interpreters, whenever necessary to ensure effective communication with members of the public who are deaf, hearing impaired or who have other disabilities affecting communications. Requests for services and auxiliary aids should be made at least ten days prior to any scheduled hearing. Please notify the ADA Coordinator at (202) 442-4423.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
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TEMPORARY LICENSE APPLICATION

OFFICIAL USE ONLY									
License Number:			Date Accepted:				Accepted by:		
Fees Paid: \$		From		To		Issue Date:		To	
Ward/ANC				Class F ____			Class G ____		
Date Approved by Board: / /		Initial:							
Date Denied by Board: / /		Initial:							
TO BE COMPLETED BY APPLICANT									
1. Applicant's Name (Last, First, Middle Initial):					2. Applicant's Residential Address:				
3. Date of Birth:				4. Place of Birth:				5. Age:	
6. Home Telephone Number:					7. Business Telephone Number:				
8. Do you presently hold or have you previously held an ABC License? ____ Yes ____ No If yes, explain.									
9. Organization Sponsoring Event:				10. Address of Premises:					
11. Date(s) of Event:					12. Portion of Premises to Be Used?				
13. Hours of Event					14. Hours of Sale of Alcoholic Beverages				
15. Are you eligible to work in the United States? ____ Yes ____ No <i>If naturalized citizen bring in copy of naturalization papers.</i> Give date, place and certificate number: _____									
16. If applicable, attach copy of the following document(s): Green Card Number:								Expiration Date:	
Visa Number:								Expiration Date:	
Work Permit Number:								Expiration Date:	
17. Have you ever:									
a. received or applied for any alcoholic beverage license in the D.C. or any state or territory								____ Yes ____ No	
b. had any alcoholic beverage license suspended or revoked								____ Yes ____ No	
c. been convicted of a misdemeanor during the last five(5) years or a felony during the last ten (10) years <i>(If yes, attach a copy of the court disposition(s).)</i>								____ Yes ____ No	
18. If you have answered yes to question 17 please submit detailed explanation									
19. Who will manage the event? ____ Applicant ____ Designee <i>(If designee, a manager's license is required)</i>									
20. What is the age group that will be attending the event?					21. What will be the dress code?				
22. Is a Special Events License, as defined on the coversheet needed? ____ Yes <i>(If yes, please obtain the sign off for your special event from the DCRA's Special Events Coordinator, located at 941 North Capital Street, N.E., 7th Floor).</i> ____ No									
Special Events Coordinator Signature: _____								Date: _____	
23. How many persons are you expecting to attend?									

24. How will patrons pay to participate? ___ Tickets ___ Cash Bar ___ At the door, indicate price \$ _____ ___ No Cost	
25. How many security individuals will be hired for the event, if any?	26. What is the name of the security company?
27. Describe the type nature of the event and the type of entertainment that will be provided?	
29. What type of food do you plan to serve?	
30. Will your food be catered? ___ No ___ Yes <i>If yes, what is the name of the caterer?</i>	
31. What arrangements have you made for parking is applicable?	
32. List the Washington, D.C. Retailer / Wholesaler from whom you plan to purchase:	
<div style="display: flex; justify-content: space-between;"> 33. CERTIFICATION / AFFIDAVIT </div> <p>I, _____, being duly sworn, depose and say I am the individual who executed the foregoing application for an alcoholic beverage license, that this license authorizes me to sell, alcoholic beverages, in open containers, for consumption on the premises on a temporary basis.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Signature</p> </div> <div style="width: 45%;"> <p>_____ Print Name/Title</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> Subscribed and sworn to before me this _____ Day of _____, 20__ __ </div> <div style="text-align: center; margin-top: 10px;"> Notary Public _____ </div> <div style="text-align: center; margin-top: 10px;"> My Commission expires on: _____ </div>	
34. Please answer the question: In what language do you need vital documents translated?	

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